

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CP-18 LEADERSHIP DEVELOPMENT PROGRAM

1. Enclosed is the announcement for the new CP-18 Leadership Development Program (LDP). It also may be viewed and downloaded at "www.hq.usace.army.mil/cehr/c/cehec2.htm." on the CP-18 Home Page. The announcement is intended for use by all GS-12 and 13 individuals who are eligible for CP-18, Engineers and Scientists (RC) Civilian Career Program positions (including GS-11s who are eligible for GS-13 positions).
2. The LDP will reach the largest (over 9,000 GS-12s and 13s) and most diverse segment of the CP-18 Career Program population. It replaces the CP-18 Executive Development Program, which focused on development of careerists at the GS-14 and 15 levels. These individuals are now able to compete for the Defense Leadership and Management Program (DLAMP). The new LDP will consist of formal classroom training, mentoring, and six-month developmental assignments.
3. LDP will impose requirements on the candidates enrolled in the program. They will be required to sign a mobility agreement that serves as the basis for a developmental assignment. This assignment will involve six months of temporary duty to a different location and will ensure the candidates gain broader geographic, organizational and functional experiences within the Army CP-18 Career Program.
4. The candidates will be required to enter into professional mentoring with a senior CP-18 official, who is not their immediate supervisor. Candidates also must file semi-annual reports with the LDP Board, complete prescribed formal training, file and adhere to a formal Individual Development Plan (IDP), and fulfill all program requirements within three years. Failure to accomplish the program requirements within the allotted time frame will result in termination from the program.
5. Graduation from the LDP program will strengthen the competitiveness of the graduates for future career advancement. Commanders will be asked to provide special consideration to graduates. Special consideration means they will be interviewed for vacancies either in-person or by telephone.

CEHR-ZE

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6. I have briefed the LDP program provisions to Army staff and Major Army Commanders, who provided their approval and support for the LDP. I now also request your support, especially when eligible CP-18 personnel request from you written endorsements as they apply for LDP. With your support this program will demonstrate to all members of CP-18 that no one is precluded from advancement and career growth provided he or she is willing to take full advantage of the developmental opportunities available. I may be reached on e-mail at "WILLIAM.A.BROWN@USACE.ARMY.MIL." if you have questions. Also, you may reach Mrs. Louise Crowell, the Executive Secretary for CP-18, at "LOUISE.CROWELL@USACE.ARMY.MIL."

FOR THE COMMANDER:

/SIGNED/

Enclosure

WILLIAM A. BROWN, SR., P.E., HAIA
Functional Chief's Representative
Civilian Career Program for
Engineers and Scientists (RC)

Distribution:

MACOM Commanders
USACE Division Commanders
USACE District Commanders
USACE Laboratory Directors
HECSA

LEADERSHIP DEVELOPMENT PROGRAM (LDP)



ENGINEERS & SCIENTISTS (RC)

ANNOUNCEMENT OPENS SEPTEMBER 15, 1998 - CLOSES OCTOBER 30, 1998

LEADERSHIP DEVELOPMENT PROGRAM ENGINEERS AND SCIENTISTS (RESOURCES & CONSTRUCTION) GS-12/13

1. PURPOSE

a. The purpose of this announcement is to solicit applications from Department of the Army CP18 members for participation in the Leadership Development Program (LDP) for Engineers & Scientists (Resources & Construction) (ESRC). The goals of the program, eligibility requirements, how to apply, LDP Curriculum, and application information are described in this document.

b. The purpose of the LDP is to prepare high potential GS-12s & -13s to serve as successful leaders in the 21st Century Army.

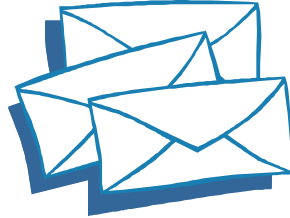
2. PROGRAM GOALS

- a. Identify high performing GS-12s & -13s with leadership potential.
- b. Provide training and development opportunities to increase effectiveness for leadership positions.
- c. Develop a high performing and diverse cadre of engineers and scientists.

3. ELIGIBILITY & APPLICATION REQUIREMENTS

- ☐ All GS-12 and 13 employees who are eligible for ESRC Civilian Career Program (CP-18) positions, or employees at the GS-11 level who are eligible for GS-13 positions.
- ☐ Applicants must meet these eligibility requirements, complete the application, and submit the application to the Activity Career Program Manager (ACPM) as of stated date for closure of the LDP announcement.

- ☐ Applicants **must be Mobile** (A clause is included in the LDP Application, which when signed by the applicant, indicates acceptance of the LDP requirement to complete a six-month developmental assignment as outlined in this announcement.)



4. **HOW DO I APPLY**

a. Applicants will submit their completed applications as indicated in paragraph 6 below to their Activity Career Program Manager (ACPM) Not Later Than **October 30, 1998**.

b. Career Program Managers will obtain the Commander's endorsement at each organizational level and will forward applications through Command channels to reach HQUSACE, ATTN: CEHR-C, Washington, D.C. 20314-1000 Not Later Than **November 13, 1998**.

5. **LDP CURRICULUM**

a. Classroom

- Seminar for New Managers (**OPM**)
- Basic Supervision Development (**DA**)
- Leadership Education & Development (**DA**)
- Organizational Leadership for Executives (**DA**)
- Public Policy & Contemporary Government Issues Seminars (1) (**OPM**)
- Sustaining Base Leadership and Management (AMSC) (**DA**)

b. Six-month Developmental Assignment

c. Mentoring

6. **PROGRAM ADMINISTRATION**

a. Application forms are being sent to all registrants in the CP-18

Central Referral Inventory, as well as to all Human Resources Offices and CP-18 Career Program Managers. The announcement is posted on the CP-18 web site at "www.hq.usace.army.mil/cehr/c/cehec2.htm". Interested and eligible candidates must complete the application forms and return them to their **Activity Career Program Manager (ACPM) by 30 October 1998.**

b. Within a few weeks after the applications are processed through MACOM/Division command channels and received at HQUSACE, a LDP review board may be convened to review the applications. Each application will be reviewed relative to LDP criteria for acceptance or denial.

c. All LDP applications forwarded by MACOMs/USACE Divisions will be accepted in the LDP, unless more applications are received than can be funded. In that event, selection will be made by the LDP Board, based on command prioritization.

d. All candidates will receive individual notification regarding their application once the evaluation process is complete.

(1) LDP Candidates are required to complete one six-month developmental assignment for which approved TDY costs will be paid through the program (in accordance with JTR VOL II, C4561). The developmental assignment will be TDY assignment to another Army location, away from the LDP Candidate's current duty station, installation, and district; exceptions will be rare and must be approved by the LDP Board.

(2) Formal training will be the responsibility of the employing activity. The training program is rigorous and will require a personal commitment to complete.

(3) Salaries will not be funded by the LDP Program.

(4) All requirements must be completed within three years of acceptance to the LDP before an individual will be eligible for graduation from the program.

e. Applicants must have an active "Mentoring Relationship" with the ACPM or an approved mentor. A meeting record will be maintained by the

LDP Candidate and filed with the ACPM. This record will indicate dates, subject(s) discussed and summary of guidance provided by the mentor to the LDP Candidate. The ACPM will assist the LDP Candidate in selecting a mentor. The mentor should be trained in mentoring skills and processes. The mentor should not be the LDP Candidate's supervisor. **(DA Pamphlet 690-46, Mentoring DA Civilians, should be used as guidance)**

f. Applicants must prepare a written narrative not to exceed one single-spaced page (no smaller than 12 pitch) focusing on the importance of one or more of the LDP desired attributes and culture. The LDP Board described the following attributes and culture desired of tomorrow's leaders. This program will strive to enable LDP Candidates to enhance their strengths in these areas.

<i>Competitiveness</i>	<i>Life Long Learning</i>
<i>Mobility</i>	<i>Business Practices</i>
<i>Promote one Door to the Army</i>	<i>Understand Civilian Leadership</i>
<i>Focus on Customer</i>	<i>in the Military Environment</i>
<i>Flexibility</i>	<i>Diversity</i>
<i>Loyalty to the Army</i>	<i>Recognize New Workforce Values/Interests</i>
<i>Concentrate on what needs to be</i>	<i>Respect New Ideas</i>
<i>done vice what is my job</i>	<i>Strategic Focus</i>
<i>Feed on Challenges</i>	<i>Corporate Focus</i>
<i>Responsible</i>	<i>Interdisciplinary Progressiveness</i>

g. Commanders will be requested to grant LDP Graduates special consideration for GS-13 -14 positions in CP-18; i.e, commanders will be asked to offer interviews to graduates appearing on referral lists.

h. Termination of LDP candidates will be for:

- (1) Failure to complete the entire LDP program within three (3) years.
- (2) Failure to complete the assigned developmental assignment.
- (3) Failure to submit semi-annual reports; maintained by the ACPM.

7. APPLICATION INFORMATION

Interested and eligible applicants must complete and forward **original plus four sets** in the following order.

a. **MEMORANDUM FROM ACTIVITY COMMANDER SUPPORTING THE APPLICATION TO THE LDP PROGRAM.** Ensure that endorsement is substantive, and contains relevant information about the applicant that can be used to clarify the applicant's strengths.

b. **APPLICATION AND AGREEMENT FORMAT.** This announcement contains the LDP application. Signature of the commander reflects the activity will fund the formal training required by the program (where not centrally funded), and will release the LDP Candidate for the required developmental assignment. MACOM/Division Commanders will prioritize applicants using this format.

c. **LAST THREE APPRAISALS.** Include support forms with the appraisal ratings. (Provide explanation if appraisals are not available.)

d. **INDIVIDUAL DEVELOPMENT PLAN (IDP).** The Format is provided in this announcement. The applicant must ensure the IDP is complete, current, and reflects the training and other individual development actions proposed for the LDP. The Mentor must be indicated in the IDP.

e. **DA FORM 2302.** Ensure DA Form 2302 is complete, current, and reflects all relevant work experience, education (including graduate studies), training and other professional development such as registration, long-term training (120 days or more), membership in professional societies, public and community interests, etc.

f. **STATEMENT OF INTEREST.** **Applicant's Statement of Interest** must be included in one page or less (single-spaced, NLT 12 pitch) stating why you want to be a participant in the CP18 LDP, what you consider to be your major strengths and qualifications for the program in terms of one or more of the attributes and culture identified as desirable traits by the LDP Board (paragraph 6.f. above)

APPLICATION FOR LEADERSHIP DEVELOPMENT PROGRAM

NAME:

Last

First

MI

SSN

ADDRESS:

Employing Activity

City

State

ZIP

TELEPHONE:

Commercial

DSN (If Available)

FACSIMILE:

Commercial

DSN (If Available)

CURRENT SERIES AND GRADE

E-MAIL ADDRESS:

DATE OF LAST PERMANENT PROMOTION:

HIGHEST GRADE HELD:

I understand and agree to the following:

- a. I will be required to engage actively in all planned training and/or development assignments identified in my Individual Development Plan (IDP), jointly developed with my supervisor and mentor.
- b. I will be **required** to take a six (6) month developmental assignment, chosen for me, outside my commuting area to another Army organization on long-term TDY in order to fulfill the requirements of my IDP.
- c. My failure to comply with this agreement may result in my removal from the LDP.
- d. This agreement may be terminated or modified upon prior approval of the Functional Chief's Representative for Career Program 18.

Typed Name of LDP Applicant

SIGNATURE

Date

Typed Name of Supervisor

SIGNATURE

Date

Typed Name of Mentor

SIGNATURE

Date

Typed Name of ACPM

SIGNATURE

Date

Typed Name of Activity Commander

SIGNATURE

Date

APPLICATION FOR LEADERSHIP DEVELOPMENT PROGRAM

CONTINUED

NAME:

Last

First

MI

SSN

MACOM/DIVISION PRIORITIZATION

This portion must be completed at the MACOM/Division level. Applicants must be ranked in consideration of the following:

1. To what extent is this training program appropriate to the employee's occupation, goals, and at this state in his/her career development? Check one of the blocks:

☐ Critical

☐ Important

☐ Not Appropriate

2. Reason for the rating given:

3. Please make any additional statement about the applicant's work record, professional, or personal qualities which you believe would be helpful to the LDP Board in considering this application for the program.

4. Considering all of the applicants from your Command/USACE Division, provide your rank ordering of this candidate.

Rank Order:

of

MACOM/USACE DIVISION COMMANDER:
(TYPED NAME/SIGNATURE/DATE)

INDIVIDUAL DEVELOPMENT PLAN (IDP) FORMAT

Include personal data such as Name, Series, Grade, SSN, Employing Activity, and MACOM.

Identify goals-- short-term (1-3 years) and long-term (3-5 years)

Discuss your goals with your supervisor, activity career program manager, and mentor.

Jointly develop a schedule of training and development that will enable you to reach your goals. Include the following activities on your IDP:

FORMAL training needed: Identify name of course(s), source recommended, and dates planned. Include the mandatory curriculum under the CP18 LDP.

DEVELOPMENTAL assignments needed: Describe type, length, source recommended, and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goal.

REASSIGNMENTS needed to acquire experience: Describe type, length, source, and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goal.

Joint approval by employee, supervisor, activity career program manager, and mentor. Include name, signature and date each signed.